

**Campus Security Policies and Statistics &  
Annual Fire Safety Report  
2013-2014**



University of South Carolina Upstate

**USC Upstate  
Department of Public Safety  
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## **Table of Contents**

<b>I.</b>	<b>Introduction (Page 1-2)</b>
<b>II.</b>	<b>Reporting Campus Emergencies &amp; Crimes (Page 3-5)</b>
<b>III.</b>	<b>Reporting of Criminal Offenses (Page 6-7)</b>
<b>IV.</b>	<b>Crime Prevention Programs (Page 7)</b>
<b>V.</b>	<b>Security Awareness Programs (Page 8)</b>
<b>VI.</b>	<b>University Police Authority and Jurisdiction (Page 9-10)</b>
<b>VII.</b>	<b>General Policy Information (Page 11)</b> <ul style="list-style-type: none"><li>• Identifying Yourself to Campus Officials</li><li>• Individual Responsibility</li><li>• Littering and Vandalism</li><li>• Lost and Found</li></ul>
<b>VIII.</b>	<b>Emergency Notification and Timely Warning Notices (Page 12)</b>
<b>IX.</b>	<b>Security and Access Policy (Page 12-13)</b>
<b>X.</b>	<b>Policy Statement on Smoking and illegal Drugs (Page 13-14)</b>
<b>XI.</b>	<b>Policy Statement on Alcoholic Beverages (Page 14)</b>
<b>XII.</b>	<b>Alcohol and Substance Abuse Education (Page 15)</b> <ul style="list-style-type: none"><li>• Prevention Programs</li><li>• Alcohol &amp; Drug Education</li><li>• Counseling and Referral Services</li><li>• University Disciplinary Actions</li></ul>
<b>XIII.</b>	<b>The Campus Sex Crimes Prevention Act of 2000 (Page 16)</b>
<b>XIV.</b>	<b>Policy on Preventing and Responding to Sex Offenses (Page 17-20)</b>
<b>XV.</b>	<b>Victim Advocate Services (Page 20)</b>
<b>XVI.</b>	<b>Victim and Witness Rights (Page 21)</b>
<b>XVII.</b>	<b>Missing Student Policy (Page 22)</b>
<b>XVIII.</b>	<b>Emergency Notification, Response and Evacuation Procedures (Page 23-28)</b>
<b>XIX.</b>	<b>Crime Statistics USC Upstate Main Campus (Page 29-31)</b>
<b>XX.</b>	<b>Arrests &amp; Disciplinary Actions Main Campus (Page 32-33)</b>
<b>XXI.</b>	<b>Crime Statistics Greenville Campus (UCG) (Page 34-36)</b>
<b>XXII.</b>	<b>Arrests and Disciplinary Actions Greenville Campus (Page 37-38)</b>
<b>XXIII.</b>	<b>Crime Statistics Johnson School of Business (Page 39-41)</b>
<b>XXIV.</b>	<b>Arrests/Disciplinary Actions Johnson School of Business (Page 42-43)</b>
<b>XXV.</b>	<b>Annual Fire Safety Report (Page 44-54)</b>

## **The University of South Carolina Upstate Policy for Reporting the Annual Disclosure of Crime Statistics**

In 1998 the federal government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, previously known as the Student-Right-To Know Act of 1990. This law requires colleges and universities receiving federal funding to disclose all reported criminal activity on their campus. The Department of Public Safety prepares a report annually to comply with this Act. Further amendments were made in 2000 and 2008 addressing sex offender notification and campus emergency response. This report is prepared in cooperation with local law enforcement agencies surrounding our main campus and three satellite campus sites, the Dean of Students, Housing and Residential Life, and Student Affairs.

Campus crime, arrest and referral statistics include those reported to the USC Upstate Department of Public Safety, designated campus officials (including, but not limited to directors, deans, department heads, judicial affairs, advisors to students and student organizations, athletic coaches), and local law enforcement agencies. Prompt reporting to the local law enforcement agency by health care professionals (such as Health Services) is mandatory if the care provider suspects or reasonably suspects that the person seeking treatment has suffered wounds inflicted by a firearm or suffered assaultive or abusive conduct. Counseling Services informs their clients of the procedures to report crimes to University Public Safety on a voluntary or confidential manner should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students providing the web site address to access this report. Faculty/Staff receive similar notification. Copies of this report may also be obtained at the University Police Department. Prospective employees may obtain a copy from Human Resources in Administration Room 301 or by calling (864) 503-5320. These offenses must be reported according to their occurrence in the following location categories:

- The University of South Carolina Upstate Campuses
- Public Property Reasonably Contiguous to the Campuses
- Non-Campus Buildings

## **The University of South Carolina Upstate Policy for Reporting the Annual Disclosure of Crime Statistics (Cont'd)**

More specifically, the law requires the reporting of violent crimes, burglary, arson, motor vehicle theft and a summary of arrests and disciplinary referrals for liquor law, drug abuse and weapons violations:

- Murder
- Manslaughter
- Sex Offenses
  - Forcible (rape, sodomy, rape with a foreign object, forcible fondling and sexual battery)
  - Non-Forcible (incest and statutory rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes (where evidence reflects victim selection based on actual or perceived race, religion, gender, sexual orientation, ethnicity, or disability).
- Arrests or persons referred for campus disciplinary action for liquor law violations, drug abuse violations and weapons possession.

In compliance with this law, the University of South Carolina Upstate Department of Public Safety has produced a pamphlet containing this information as well as other valuable safety and crime prevention information. This information is posted on the University of South Carolina Upstate Department of Public Safety Web site under *Campus Crime Statistics* located at [www.uscupstate.edu/campus\\_services/police](http://www.uscupstate.edu/campus_services/police) and is available in printed form at:

The University of South Carolina Upstate  
C/O Department of Public Safety  
219 North Campus Blvd.  
Spartanburg, SC 29303

Copies of the brochure will also be sent upon request by U.S. mail or electronic mail. If you have any questions, concerns, or comments, please contact the University of South Carolina Upstate Police Department at (864) 503-7777, or by electronic mail at [universitypolice@uscupstate.edu](mailto:universitypolice@uscupstate.edu).

## **General Procedures for Reporting Campus Emergencies and Crimes Main Campus**

**The University of South Carolina Upstate** maintains a full-service 24-hour Department of Public Safety staffed by certified law enforcement officers fully accredited by the State of South Carolina. Police Officers patrol the campus in clearly marked vehicles, bicycles, electric carts and foot patrol. For emergencies dial 911. For non-emergencies, business, or general information the Department of Public Safety may be reached at any time by dialing Ext. 7777 from campus telephones or dialing (864) 503-7777 from a cellular or offcampus telephone. In the unlikely event of a campus-wide telephone system failure, the Department of Public Safety may be reached at (864) 503-9196. Magnolia House, Palmetto House and Palmetto Villas residents may also report an emergency to any Housing and Residential Life Staff Member who in turn will notify University Police via radio or telephone.

The main campus is equipped with emergency phones at the entrance to most campus buildings as well as 9 strategically located “blue light” call boxes. These call boxes are located as follows; Hodge Parking Lot, Smith Parking Lot, Health Education Building, Building #9 at Palmetto Villas, Building #6 at Palmetto Villas, Building #3, at Palmetto Villas, Academic Annex Parking Lot, Smith Parking Lot and HPAC Parking Lot. These phones connect the caller directly to the University Department of Public Safety.

**Students, faculty, staff, visitors and all other** members of the campus community are encouraged to contact The Department of Public Safety in a timely manner to report any medical emergency, fire, suspicious person or circumstance, or crimes. This encouragement is publicized through articles in the campus newspaper, “The Carolinian” and through the Student and Employee Handbook. These publications are made available to all students, faculty and staff members and may be accessed on-line at the University web site.

**In the event of an emergency,** The Department of Public Safety should be dialed immediately at 911. Calls for any emergency service provider such as fire or emergency medical services (EMS) may be made from campus telephones by dialing 911 as well.

**Support Services.** Students may also contact Counseling Services (Ext.5195) where staff members are trained to assist with victim support and/or individual counseling, or to make referrals to the appropriate member of Health Services, (Ext.5191), Spartanburg Regional Medical Center (864-560-6000) or other appropriate agencies as needed.

**General Procedures for Reporting Campus Emergencies and Crimes;  
George Dean Johnson Jr. School of Business and Economics and  
University Center Greenville Campus**

**The George Dean Johnson Jr. School of Business and Economics** is located at 160 East St. John St. Spartanburg, SC 29306. All emergency responses at this campus are provided on a request for service basis. Law enforcement services are provided by the City of Spartanburg Police Department, fire services by the City of Spartanburg Fire Department and emergency medical services by Spartanburg County Emergency Medical Services. All emergency service providers may be reached by dialing 911.

**Students, faculty, staff, visitors and all other** members of the George Dean Johnson Jr. School of Business and Economics are encouraged to contact 911 in a timely manner to report any medical emergency, fire, suspicious person or circumstance, or crimes.

**The University of South Carolina Upstate Greenville** campus is located at the University Center of Greenville, 225 South Pleasantburg Drive at McAllister Square, Greenville, SC 29606. In addition to USC Upstate, five other universities are partners in the University Center. These include: Clemson University, Anderson University, Furman University, University of South Carolina Columbia and Greenville Technical College. Law enforcement services are provided on this campus by the Greenville Technical College Police Department, fire services by the City of Greenville Fire Department and emergency medical services (EMS) by Greenville County.

**Students, faculty, staff, visitors and all other** members of the Greenville campus are encouraged to contact Greenville Tech Police Officers at (864) 250-8911 in a timely manner to report any suspicious person or circumstance, or crimes. 911 should be called to report any fire or medical emergency.

**In the event of an emergency**, Greenville Tech Police should be called immediately at (864) 250-8911. Calls for any emergency service provider such as fire or emergency medical services, (EMS) may be made by dialing 911. It is critical that the caller contact Greenville Tech Police immediately after direct contact has been made with emergency operators in order for Police Officers to direct outside responders to the exact location of the emergency.

**Support Services.** Students may also contact Counseling Services 503-5195 (Ext. 5195) where staff members are trained to assist with victim support and/or individual counseling, or to make referrals to the appropriate member of Health Services, (Ext. 5191), Greenville Regional Hospital (864) 455-6372 or other appropriate agencies as needed.

## **General Procedures for Reporting Campus Emergencies and Crimes (Cont'd)**

**University Police Officers, Counseling Services and all of the aforementioned campus offices** provide prompt, sensitive, confidential and courteous service to any member of our community who may require assistance. Due to the nature and legal requirements of these duties, University Police and other campus officials must treat all reported crimes as official matters and investigate accordingly. Anyone desiring to discuss sensitive matters in a non-investigatory setting may contact Counseling Services, (Ext. 5195) or Health Services (Ext. 5191). All crimes, no matter how they are reported, must, by federal law be documented and reported. The same federal law also mandates that confidentiality be strictly maintained.

### **Limited Voluntary Confidential Reporting**

The University of South Carolina Upstate Department of Public Safety encourages anyone who is the victim or witness of any crime to promptly report the incident to the police. Because police reports are public records under state law, the Department of Public Safety cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other USC Upstate campus security authorities as listed under Reporting a Crime. Confidential reports may also be made to Crime Stoppers at 58-CRIME (864-582-7463).

### **Confidential Reporting Procedures**

The 1998 amendments to 20 U.S.C. section 1092 (f) clarify who are considered to be campus security authorities. Campus Pastors and Campus Professional Counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged (if and when they deem it appropriate), to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

*Counselors are defined as:*

#### **Pastoral Counselor**

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

#### **Professional Counselor**

An employee of the institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.



## **Reporting of Criminal Offenses**

### **To Report a Crime: Main Campus**

Contact University Public Safety by dialing 911 for emergencies, 503-7777 for non-emergencies, or by using the emergency phones located at the entrance doors to most campus buildings, or one of nine strategically located blue light phones.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings, or around the Residence Halls should be reported to the University Police Department. In addition, you may report a crime to the following:

Dean of Students	503-5107	CLC 303
Director of Health Services	503-5191	995 University Way
Director of Housing & Residential Life	503-5422	Palmetto House
Director of Employee Relations	503-5344	Administration 310

For commuter students living in off-campus housing adjacent to the University, please call Spartanburg County Sheriff's Department for law enforcement services at 911. The University of South Carolina Upstate and the Spartanburg County Sheriff's Department have a working mutual-aid agreement. University Police attend weekly meetings with local law enforcement agencies to exchange ideas and problems which may be of concern to the University community.

### **To Report a Crime: George Dean Johnson Jr. School of Business and Economics**

Contact the Spartanburg Police Department at 911 for emergencies, or non-emergencies at (864) 596-2035. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition, you may report a crime to the following:

Dean of Students	503-5107	CLC 303
Director of Health Services	503-5191	995 University Way
Director of Employee Relations	503-5344	Administration 310

## **Reporting of Criminal Offenses (Cont'd)**

### **To Report a Crime: University Center Greenville (UCG) Campus**

To report crimes at the Greenville campus, contact the Greenville Tech Police Department at (864) 250-8911 for emergency and non-emergency services. Greenville Tech Police can also be reached at the following cell phone numbers: (864) 419-9972, 419-9966, 419-9929 or 419- 9980.

Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the Police Department. In addition, you may report a crime to the following:

Director of Teacher Ed Program	552-4227	UCG
Dean of Students	503-5107	CLC 303
Director of Health Services	503-5191	995 University Way
Director of Employee Relations	503-5344	Administration 310

### **Off-Campus Criminal Activity**

If a USC Upstate student is involved in an off-campus criminal offense, the University Department of Public Safety is not typically involved with the investigations conducted by outside law enforcement agencies. Adjacent housing complexes such as Campus Edge, College Pointe and Campus Core are within the jurisdiction of the Spartanburg County Sheriff's Department.

Student Life maintains contact with recognized fraternity and sorority organizations through the efforts of the Greek Affairs Advisor. These organizations are located on campus. Neither the University of South Carolina Upstate nor any recognized fraternity or sorority organization operates any off-campus student organization facilities such as housing for these fraternity and sorority organizations.

### **Crime Prevention Programs**

Crime prevention programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. The Department of Public Safety also facilitates programs for students, staff and faculty. A variety of these educational and prevention strategies include RAD (Rape Aggression Defense System) which is a comprehensive course that includes awareness, prevention, risk reductions, avoidance and hands-on self-defense training. An array of safety training brochures are also available free of charge at the Department of Public Safety. **Tip:** To enhance personal safety, (especially after an evening class), walk with friends or someone from class that you know well, or call the Department of Public Safety for an escort.

## **Security Awareness Programs**

During student and parent orientations in July and August of each year, students and parents are informed of services offered by the University's Department of Public Safety. Lectures, video and Power Point presentations include strategies for maintaining personal safety, residence hall security, vehicle theft and theft of personal property from vehicles. In addition, classes are offered in driver safety which includes "Fatal Vision," and "Shots Fired."

Periodically during the academic year the Upstate Police Department, in cooperation with other University organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohynol abuse, theft, vandalism and educational sessions on personal safety and residence hall security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to awareness classes, information is disseminated to students and employees through crime prevention brochures, security alert posters and articles in the University newspaper.

When time is of the essence, emergency notifications are disseminated to the University community through the SpartAlert campus-wide emergency notification network. These notices are sent electronically through e-mail, voice, and text messages. Additionally, Timely Warning Notices are also sent for crimes that already occurred but still represent an on-going threat to campus safety.

## **University Police Authority and Jurisdiction**

### **Main Campus**

As State Constables, University Police Officers possess state-wide police powers to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. If minor offenses involving University rules and regulations are committed by a University student, the Department of Public Safety may also refer the individual to the Dean of Students or Director of Housing and Residential Life for judicial action.

Major offenses such as rape, murder, aggravated assault and robbery may be investigated jointly with the Spartanburg County Sheriff's Department and/or South Carolina law Enforcement Division (SLED). The prosecution of criminal cases, both felony and misdemeanor are conducted in Magistrate, General Sessions, or Federal Court within Spartanburg County.

The Department of Public Safety works closely with local, state, and federal police agencies and has direct radio communications with the Spartanburg County Sheriff's Department, North Spartanburg County Fire Department and the County 911 Emergency Dispatch Center.

By mutual agreement with state and federal agencies, the Department of Public Safety maintains an American Law Enforcement Network (ALEN). Through this system, police personnel can access the National Crime Information Computer System as well as the State of South Carolina criminal data base system. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

### **George Dean Johnson Jr. School of Business and Economics**

As municipal law enforcement officers, City of Spartanburg Police Officers possess police powers to apprehend and arrest anyone involved in illegal acts within the City of Spartanburg including a 3-mile radius outside the city limit. This includes the Johnson School of Business campus and areas immediately adjacent to the same. If minor offenses involving University rules and regulations are committed by a University student, University Police may refer the individual to the Dean of Students for judicial action.

Spartanburg Police work closely with state and federal police agencies and have direct radio communications with EMS, the Spartanburg County Fire Department and the County 911 Emergency Dispatch Center.

## **University Police Authority and Jurisdiction (Cont'd)**

### **George Dean Johnson Jr. School of Business and Economics (Cont'd)**

Major offenses such as rape, murder, aggravated assault and robbery may be investigated jointly with SLED. The prosecution of criminal cases, both felony and misdemeanor are conducted in Magistrate, General Sessions, or Federal Court within Spartanburg County.

### **University Center Greenville (UCG) Campus**

As State Constables, Greenville Tech Police Officers possess state-wide police powers to apprehend and arrest anyone involved in illegal acts on the Greenville campus and areas immediately adjacent to the campus. If minor offenses involving University rules and regulations are committed by a University student, University of South Carolina Upstate Police or the Greenville Tech Police may also refer the individual to the Dean of Students for judicial action.

Major offenses such as rape, murder, aggravated assault and robbery may be investigated jointly with the City of Greenville Police Department and/or SLED. The prosecution of criminal cases, both felony and misdemeanor are conducted in Magistrate, General Sessions, or Federal Court located within Greenville County.

Greenville Tech Police work closely with local, state, and federal police agencies and have direct radio communications with the Greenville Police Department, Greenville County Fire Department and the Greenville County 911 Emergency Dispatch Center.

## **General Policy Information**

### **Emergency vehicles**

You are required to yield and pull over for any vehicle exhibiting flashing emergency lights, including University Police. Failure to do so may result in arrest, citation, and/or disciplinary action.

### **Identifying Yourself to Campus Officials**

When requested to do so, you are required to properly identify yourself to any Campus Official, including Housing and Residential Life staff, Resident Assistants and University Police Officers.

### **Individual Responsibility**

Every student and employee must bear an appropriate amount of responsibility for their own safety and security as well as their fellow students and co-workers. To this end, please observe the following guidelines:

- Report all crimes immediately. Prompt reporting may assist in apprehension and prevention of future crimes. Call 911.
- Report all suspicious persons and circumstances. This may prevent a crime from occurring. Call 911.
- Lock your doors and windows, even if you'll only be gone, "a little while." It doesn't take long for a thief to walk in, remove your personal property and walk out unnoticed.
- Don't prop open or try to compromise the security features of residence hall doors. If you find a door propped open, please close it. If it won't lock, notify an RA, the Housing and Residential Life office or the Department of Public Safety immediately.
- Adequately secure any property left outside, such as bicycles.
- If you walk across campus late at night, consider going with a friend. We enjoy a very safe campus; however, crime can occur anywhere.

### **Littering and Vandalism**

Please help keep your campus clean! Students who are found to be responsible for littering or vandalism in or around the campus will be charged for the cost of clean-up and/or repair. Flagrant incidents may also result in disciplinary action and/or arrest/citation.

### **Lost and Found**

To check on lost items of personal property, or to turn in found items, please call the Department of Public Safety business line at (864) 503-7777.

## Emergency Notification and Timely Warning Notices

**Emergency Notification:** An emergency notification to our campus community is triggered by any event that is currently occurring and represents an emergency or dangerous situation posing an immediate threat to campus. If such a situation arises to threaten the health or safety of students or employees, emergency notification procedures will be initiated immediately.

Emergency notifications will be issued by University Communications or the Department of Public Safety through *SpartAlert*, the University's emergency notification system which may include, e-mail, text messages, voice mail on the University phone system, electronic message boards, flyers and/or person to person notification of students, faculty and staff.

**Timely Warning:** Timely warning notices are triggered by crimes that have already occurred but represent an ongoing threat to the campus community. A warning will be issued as soon as pertinent information is available.

Anyone with information warranting an emergency notification or a timely warning notice should report the circumstances to the Department of Public Safety by phone at (864) 503-7777 or in person at 219 North Campus Blvd.

## Security and Access Policy

**Main Campus** - During normal business hours, the University (excluding residence halls) is open to students, parents, employees, contractors and guests. During non-business hours, access to University facilities is by key or access card if previously authorized by policy or issued by a representative of the Department of Public Safety, Facilities, or Housing and Residential Life. During periods of extended closure, the University will admit only those persons with prior approval to all University-owned facilities.

Residence Halls are locked 24 hours a day and require the use of card access during the academic school year and as determined by the Housing Office during the summer. Some facilities have individual operating hours which may vary at different times of the year. Examples of these are the Library, CLC, Hodge Center and Fitness Center. In these cases, the facilities will be secured according to a schedule provided by the Special Events office or the department in control of the particular building or facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are identified as security concerns will have safety surveys conducted to identify measures to enhance the area. Administrators from Student Life, Housing & Residential Life, Facilities and Public Safety will review these results. These surveys will examine security issues such as lighting, fencing, landscaping, locks, alarms and communications.

## **Security and Access Policy (Cont'd)**

**George Dean Johnson Jr. School of Business and Economics** - During normal business hours, the Johnson School of Business is open to students, parents, employees, contractors and guests. During non-business hours, access to building is by card access and alarm access code if previously authorized by policy or issued by an authorized representative of the Department of Public Safety and/or Facilities Management. During periods of extended closure, the University will admit only those persons with prior approval.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are identified as security concerns will have safety surveys conducted to identify measures to enhance the area. Administrators from the CEOC, Facilities Services and Public Safety will review these results. These surveys will examine security issues such as access control, fencing, lighting, landscaping, locks, alarms and communications.

**Greenville Campus** - During normal business hours, the Greenville Campus is open to students, parents, employees, contractors and guests. During non-business hours, access to buildings is by key and alarm access code if previously authorized by policy or issued by a representative of Greenville Tech Police or University Center Management. During periods of extended closure, the University Center staff will admit only those persons with prior approval to all University Center facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are identified as security concerns will have safety surveys conducted to identify measures to enhance the area. Administrators from the Greenville Campus, University Police, Greenville Tech Police and Facilities Management will review these results. These surveys will examine security issues such as access control, lighting, landscaping, locks, alarms and communications.

## **Policy Statement on Smoking**

USC Upstate is a smoke-free campus. As such, smoking is not permitted anywhere on campus. This includes electronic or "E" cigarettes, electronic nicotine delivery systems (ENDS), and personal vaporizers (PV). However, tobacco users may smoke in their private vehicles.



### **Policy Statement on Illegal Drugs**

The University of South Carolina Upstate has been designated "drug free." The possession, sale, manufacture or distribution of any controlled substance is illegal under state and federal laws. Such laws are strictly enforced by the University Police, Dean of Students and Housing and Residential Life.

Possession of paraphernalia is also a violation of the University drug policy and includes any object that contains the residue of an illegal drug or narcotic, and/or any object that is used in the consumption or distribution of an illegal drug. All drugs and/or paraphernalia will be confiscated and/or destroyed.

Being under the influence of illicit drugs is also a violation of University policy. Violators are subject to University disciplinary action, criminal prosecution, fine and/or imprisonment.

### **Policy Statement on Alcoholic Beverages**

The possession, consumption, manufacture, sale or furnishing of alcoholic beverages on University grounds is governed by University policy and South Carolina state statutes. Laws regarding the possession, sale, consumption or furnishing of alcoholic beverages are controlled by the Alcoholic Beverage Commission. However, the criminal enforcement of alcoholic beverage laws on campus is the primary responsibility of the Department of Public Safety.

Campus policies which are primarily enforced by University Public Safety and Housing and Residential Life prohibit the consumption, possession, sale, distribution or furnishing of alcoholic beverage on campus (including empty alcoholic beverage containers), except at special events designated by the Chancellor and approved by the Chief of Police, Risk Manager and Vice-Chancellor for Student Affairs. Students 21 or over living in the Palmetto Villas may possess one six pack of beer or one bottle of wine not to exceed 750ml in their apartment. Consumption is limited to inside of the apartment.

Violations of University policy and state alcoholic beverage laws are subject to University disciplinary action, criminal prosecution, fine and/or imprisonment. It is unlawful to sell, furnish, or provide alcoholic beverages to a person under the age of 21. Further, the possession of an alcoholic beverage by anyone under 21 years of age in a public place or place open to the public is illegal. Organizations or groups violating the University alcoholic beverage policy or state law may be subject to University sanctions. Driving a vehicle under the influence of alcohol or drugs (DUI) is a significant risk to the campus community. Persons driving under the influence are subject to arrest and/or University sanctions.

## **Substance Abuse Education**

### **Alcohol and Substance Abuse Information**

#### **Prevention Programs**

The University of South Carolina Upstate has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and University disciplinary actions.

The Coordinator of Alcohol and Drug Education Programs within the Counseling Services office provides overall coordination of these services for students. The Director of Employee Relations and Equal Opportunity provides overall coordination for employee services and referrals. However, many services are either independently or collaboratively the responsibility of other areas of the institution. These include:

**Alcohol and Drug Education:** Workshops for University 101 classes reaching all incoming freshman, workshops for students who violate campus alcohol and drug policies, Employee Assistance Program, Alcohol Awareness Month including “Fatal Vision,” “ National Alcohol Screening Day, Safe Spring Break Carnival and Alcohol Education and Enforcement Team meetings. Pamphlets on drug and alcohol education are also available through Health Services, the Counseling Center and University Police.

**Counseling Support:** Counseling Services, Director of Health Services, Center for Student Success, Career Center, the Opportunity Network and Center for International Studies.

**Referral Services:** Human Resources, Employee Assistance Program, Spartanburg Alcohol and Drug Abuse Commission, Cherokee County Drug and Alcohol Abuse Commission, The Phoenix Center, the PACE Center, Private Practice Therapists, Spartanburg Regional Behavioral Health, Carolina Center for Behavioral Health, Marshall I. Pickens Hospital, AnMed-Wellspring, Keystone, McLeod Addictive Disease Center and Pavilion.

**University Disciplinary Actions:** Dean of Students, Director of Housing and Residential Life, Honor Council, Judicial Appeals Committee and the Student Honor Council.

## **The Campus Sex Crimes Prevention Act of 2000**

In accordance with the “Campus Sex Crimes Prevention Act” of 2000 which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the USC Upstate Department of Public Safety is providing a link to “OffenderWatch” the South Carolina Law Enforcement Division’s (SLED) Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained.

It also requires sex offenders already required to register with the State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of South Carolina, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the South Carolina Law Enforcement Division (SLED).

The State of South Carolina Code of Laws section 23-3-465 prohibits sex offenders mandated to report under section 23-3-450 from living in campus housing at a public institution of higher learning supported whole or in part by the State. Furthermore the act requires states to make the information available to an enforcement agency where the institution is located.

The Family Educational Rights and Privacy Act (FERPA) was also amended to make it clear that institutions fully disclose information received through state registration and community notification programs even if the offender is a student.

The Sex Offender and Crimes Against Children Registry (OffenderWatch) is available via Internet pursuant to South Carolina Code of Laws Section 23-3-410 at [www.sled.sc.gov](http://www.sled.sc.gov) or [www.communitynotification.com](http://www.communitynotification.com).

Members of the University of South Carolina Upstate campus community may obtain information about registered sex offenders who may be present on Campus by contacting the University of South Carolina Upstate Department of Public Safety (864) 503-7777, or e-mail at [police@uscupstate.edu](mailto:police@uscupstate.edu). Send requests via U.S. mail to the University of South Carolina Upstate Attn: University Police at 800 University Way, Spartanburg, SC 29303, or in person at 219 North Campus Blvd. Spartanburg, SC 29303.

## **Policy on Preventing and Responding to Sex Offenses**

The University educates the student community about sexual assaults and date rape through mandatory Freshman 101 classes each fall. Additionally, the Department of Public Safety offers Rape Aggression Defense Classes (RAD) and an educational video entitled "I Didn't Know It Was Rape" posted to the Department's Web page and informational programs to University students and employees upon request. Literature on date rape education, risk reduction and University response is available through Counseling Services and the Department of Public Safety.

If you are the victim of a sexual assault at this institution, your first priority should be to go to a place of safety. You should then obtain necessary medical treatment. The Department of Public Safety strongly advocates that a victim of sexual assault report the incident in a timely manner. This is a critical factor for effective evidence collection and preservation. Filing a police report with a University Police Officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will, however:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim;
- Provide for the collection of evidence helpful in prosecution, which cannot be obtained later;
- Assure the victim has access to free confidential counseling from counselors trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Department of Public Safety, a state certified Victim's advocate will be contacted as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system, University judicial system, or both. A Victim's Advocate from the Department of Public Safety and/or Counselor from the University Counseling Center will also guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the University through Health Services, Counseling Services and the Employee Assistance Program. Counseling and support service outside the University system may be obtained through Safe Homes.

University disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct are detailed in the *Student Handbook*. The *Handbook* provides in part, that the accused and the victim will each be allowed to choose one person who has no formal legal training to accompany them throughout the hearing. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of violating the University sexual misconduct policy could be criminally prosecuted in State court and suspended or expelled from the University for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault if such changes are available.

## Policy on Preventing and Responding to Sexual Offenses, Cont'd

### Medical Attention:

Whatever one does following a sexual assault, it is essential that medical attention be sought immediately to protect against internal injury or disease and to assist with later prosecution. A victim should observe the following recommendations:

- Do not take a shower
- Do not wash any body part
- Do not douche
- Do not brush teeth
- Do not drink liquids
- Do not change clothes
- Do not change sheets
- Do not urinate
- Do not smoke or eat if there has been oral sexual contact
- Do not place any changed clothes in a plastic bag

**Forced Sexual Assault** occurs when there is unwilling or nonconsensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was or should have been aware. Providing or making available to a victim, and/or using any substance (e.g. alcohol, GHB, Rohypnol, etc.) will be considered by the Administrative Hearing Officer, Honor Council or Pre-Hearing Officer when determining responsibility and appropriate sanction. Use of these substances by an alleged assailant may constitute violation of other University policies, and the student may be charged with these violations as well (e.g. Drugs, Harm to Persons, Disorderly Conduct, Disruptive Activity, Alcohol, etc). The use of alcohol and other drugs by either party, in conjunction with an incident of sexual assault, does not mitigate accountability for the commission of this offense or diminish the seriousness of the offense.

### Consent is defined as follows:

- Both individuals are physically free and capable to act
- Both individuals are willing and clear about their intent to engage in sexual activities
- Silence may not in and of itself constitute consent
- Past consent of sexual activities does not imply ongoing future consent.

## Policy on Preventing and Responding to Sexual Offenses, Cont'd

**Stalking** is a pattern of conduct that is intended to cause or does cause a person to fear: (1) Death or death of others important to that person; (2) Assault or assault of others important to that person; (3) Bodily injury or bodily injury of others important to that person; (4) Sexual assault or sexual assault of others important to that person; (5) Involuntary restraint or involuntary restraint of others important to that person; (6) Damage to property or damage to property of others important to that person; (7) Confinement or confinement of others important to that person; (8) Threats of harassment via electronic devices (e.g. e-mail, phone, fax). The relationship between the perpetrator and the victim may be a current or former partner or spouse, dating relationship, acquaintance, or stranger.

**Non-Consensual Sexual Contact** occurs when there is coerced, manipulated or unwanted touching, directly or through clothing, of an intimate part of a person (i.e., the genital areas, groin, inner thigh, anus, buttocks, mouth or breasts) that occurs against one's will, or without one's consent, including when one is unconscious, intoxicated or otherwise unable to give consent.

**Non-Consensual Sexual Assault** occurs when there is unwilling or nonconsensual penetration of any bodily opening with any object or body part. This includes, but is not limited to penetration of a bodily opening without consent through use of coercion or manipulation.

**Reporting Protocols:** The University encourages students to report all incidents of sexual assault to the USC Upstate Department of Public Safety by calling 911, to a counselor in Counseling Services at 503-5195, or to the Dean of Students at 503-5107. The adverse emotional impact following sexual assault can be severe. The long term effects of the trauma of sexual violence can have serious and lasting psychological consequences. The University recognizes the importance of competent, comprehensive, sensitive professional help. Do not hesitate to contact any one of the offices listed as soon as possible to report any incidence of sexual violence:

- Counseling Services is an on-campus resource that provides free counseling visits to students. The phone number is 503-5195.
- The Department of Public Safety will provide on-going assistance in pursuing criminal prosecution. The phone number is 503-7777.
- University Housing is available to assist a victim with housing needs, such as relocation. They can be reached at 503-5422.

Time is absolutely critical when reporting a sexual assault. The sooner the assault is reported the easier it is to collect valuable evidence.

## **Policy on Preventing and Responding to Sexual Offenses, Cont'd**

**Reporting to the USC Upstate Department of Public Safety:** If an assault occurs on University property, it should be reported to campus police by calling 911 or by using a campus emergency telephone. Assaults that occur off campus should be reported to the local police department by calling 911. These numbers can be used 24 hours a day, seven days a week.

**Counseling** can be critical to regaining one's emotional balance following a sexual assault. Counseling Services office has trained professionals ready to assist you or refer you to other competent professionals. All assistance is free and strictly confidential as it is for other offices such as the Department of Public Safety and the Office of Student Affairs.

### **Victim Advocate Services**

**Victim Advocate Services** are available through a certified victim's advocate at the University Police Department. If you or a loved one become a victim of a crime, it's important to know your rights, and have a support base. Our Victim Assistance Response Team is available to provide services to victims and witnesses immediately after the crime occurs, during the investigation, and throughout the Criminal Justice Process in many different ways:

- Crisis Intervention
- Referrals and information to community agencies for professional counseling, support groups, medical, financial aid, and shelter.
- Informing victims and witnesses of their rights and responsibilities under the law.
- Acting as liaison between victims, police officers, investigators, and local agencies.
- Court preparation accompaniment and emergency transportation to court proceedings.
- Information regarding the current status of your case.
- Assistance in filing for victim compensation through the State Office of Victim Assistance (SOVA), to help with medical expenses, lost wages, counseling and funeral expenses.

Under the provisions of State Statute 16-3-1515, a victim or witness who wishes to exercise his or her rights under this article or receive services under this article or both must provide a law enforcement agency, a prosecuting agency, a summary court judge, the Department of Corrections, the Department of Juvenile Justice, as appropriate, his or her legal name, current mailing address, and current telephone number.

## **Victim and Witness Rights**

### **Victims and Witnesses of Criminal Activity Have The Right To:**

- 1.** Be treated with fairness, respect and dignity. To be free from intimidation, harassment, or abuse throughout the criminal justice system and informed of a victim's constitutional rights.
- 2.** Be reasonably informed when the accused or convicted person is arrested, released from custody, or has escaped.
- 3.** Be informed of and present at all criminal proceedings which are dispositive of the charges where the defendant has the right to be present.
- 4.** Be allowed to submit either a written or oral statement at all hearings affecting bond or bail.
- 5.** Be heard at any proceeding involving a post-arrest, a plea, or sentencing.
- 6.** Be reasonably protected from the accused or persons acting on his behalf throughout the criminal justice process.
- 7.** Confer with the prosecution after the crime against the victim has been charged, before the trial, or before any disposition, and informed of the disposition.
- 8.** Have reasonable access after the conclusion of the criminal investigation to all documents relating to the crime against the victim before trial.
- 9.** Receive prompt and full restitution from the convicted person or persons.
- 10.** Be informed of any proceeding when any post-conviction action is being considered, and be present at any hearing.
- 11.** A reasonable disposition and prompt and final conclusion of the case.
- 12.** Have all rules governing criminal procedure and the admissibility of evidence in all criminal proceedings protect victims' rights and have these rules subject to amendment or repeal by the legislature to ensure protection of these rights.



## **Missing Student Policy**

Students residing in campus housing, (Magnolia House, Palmetto House and Palmetto Villas) may identify and register a contact person(s) with the Housing and Residential Life Office to notify if the resident student is determined to be missing (according to HEA guidelines a student is considered missing if their whereabouts is unaccounted for more than 24 hours). If a student is under 18 years of age, is not an emancipated individual and is determined to be missing, USC Upstate must notify the contact as well as a custodial parent or guardian within 24 hours.

This emergency notification process will be initiated in accordance with the student's designation when the Department of Public Safety has been notified and has determined that the student has been missing for more than 24 hours and has not returned to campus.

However, it is the policy of the University of South Carolina Upstate that any student discovered missing for 24 hours, (whether or not the student has identified a contact person), is above the age of 18 or is an emancipated minor will be reported immediately upon discovery to the Department of Public Safety for investigation. Upon notification the USC Upstate Department of Public Safety will also notify the Spartanburg County Sheriff's Department.

If it is determined that the student has been missing for 24 hours and the missing student has identified a contact, the Department of Public Safety will immediately notify said contact. If the missing student is under 18 and not emancipated, Public Safety will immediately notify said student's custodial parent or legal guardian as well as the contact of record. If neither of the two preceding scenarios applies to a student determined to be a missing person, The Department of Public Safety will notify the appropriate law enforcement agency having jurisdiction.

In all such cases involving a missing student, appropriate campus authorities including the Dean of Students, Director of Housing and Residential Life and Registrar will be notified as well.

To register missing student notification information, contact the Housing and Residence Life Office at or prior to move-in. All contact information will be registered confidentially and will only be accessed by authorized campus officials. The Housing and Residence Life Office is located on the ground floor of the Palmetto House at 470 Hodge Dr. Spartanburg, SC 29303.

Missing persons should be reported to the USC Upstate Department of Public Safety, Dean of Students or the Director of Housing and Residential Life.

**Emergency Notification, Response  
And  
Evacuation Procedures**

**Policy-HEA 485 (f) and 668.46 (a) (b)  
Emergency Response/Evacuation Procedures**

**A. Policy Statement**

Recognizing the institution's fiduciary responsibility to keep students, employees and guests from harm's way, the University of South Carolina Upstate provides immediate notifications to the campus community when a significant emergency or other dangerous situation posing an imminent threat to the health and safety of our community has been confirmed by a University official. Such notifications may include general safety information or specific instructions to lock down a building, evacuate, shelter-in-place or move to a severe weather shelter area. Emergency responses are provided by University Public Safety, Spartanburg EMS, and North Spartanburg Fire Department.

To ensure the integrity of this process, emergency notification systems are tested on a regular basis. Additionally, the University will work to provide safe, timely and effective building evacuations. To this end, one (1) evacuation drill is held each year in all academic and support services buildings while two (2) building evacuation drills are held each academic term in residence halls.

**Testing Procedures**

1. In order to adequately prepare for emergency or dangerous situations on campus, the Department of Public Safety holds regularly scheduled drills and exercises with corresponding follow-up evaluations designed to assess and evaluate emergency plans and capabilities. These tests may be announced or unannounced and include:
  - An annual evacuation drill of all academic and support services buildings. These exercises shall be coordinated with the Division of Academic Affairs and implemented with the assistance of the University's Building and Floor Coordinators. Evacuation drills will be conducted under the direct supervision of the Campus Fire Marshal.
  - Conducting a minimum of two evacuation drills per semester in each residence hall. These exercises shall be implemented with the support and assistance of the Department of Housing and Residence Life. Evacuation drills will be under the direct supervision of the Campus Fire Marshal.

## **Emergency Notification, Response And Evacuation Procedures (Cont'd)**

The purpose of evacuation drills is to prepare occupants for an organized evacuation in case of an emergency. At USC Upstate, evacuation drills are used as a means to educate and train occupants on issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the locations of exits and the sound of the fire alarm. The process also provides the University an opportunity to test the operation of fire life safety system components.

- Testing campus emergency phones each week.
- Conducting a minimum of one table top or other simulated exercise each year to test system capabilities, response and recovery plans.
- Testing the “*SpartAlert*” emergency notification system twice a year; once during the fall semester and once during the spring semester. The Departments of Public Safety and University Communications share joint responsibility for activating the “*SpartAlert*” emergency notification system. Notification capabilities include:
  - Cell phone text messaging notification
  - email notification
  - Voice over IP notification (University phone system)
  - University phone system text message notification

**Note:** The University has instituted an emergency notification system, “*SpartAlert*.” This system will be activated anytime there is a confirmation of a significant emergency or dangerous situation representing an immediate threat to the campus community.

2. Tests may be announced or unannounced. Emergency response and evacuation procedures will be publicized through the University’s Email system in conjunction with at least one test each year. Exercises shall be documented including the date, time, and whether the test was announced or unannounced.
3. To receive important emergency notifications, campus constituents register their cell phone number on the home page of the University’s VIP website. The VIP website is located at:  
<https://vip.sc.edu/login.html>. Any member of the University community (students, staff and faculty members) may “opt in” to the “*SpartAlert*” emergency notification system. There is no charge for this service; however, standard text messaging charges apply for emergency notifications and semi-annual tests.

**Emergency Notification Response  
And  
Evacuation Procedures (Continued)**

When a situation occurs which represents a significant emergency or dangerous situation and an immediate threat to campus, the Director of Public Safety/Chief of Police or his/her designee will engage the following procedures to immediately notify the campus community:

1. Confirm that there is a significant emergency or dangerous situation on campus requiring activation of the “*SpartAlert*” emergency notification system. This confirmation is determined by the Director of Public Safety or his/her designee from verified information received from multiple layers of information gathering including but not limited to Police Officers, University department and administrators, students, faculty, media and external public safety partners.
2. Determine the appropriate segment(s) of the campus community to receive notification. If a significant emergency or dangerous situation is such that it could impact the entire campus community, all segments of the community will be notified. However, if the threat is limited to a building or area, such as flooding in a single structure, only persons in the affected area may be notified. On-going assessments of the event will be made and additional segments of the community will be notified if the situation warrants such action.
3. Determine the content of the notification. The Director of Public Safety or his/her designee will confer with the Director of University Communications or her/his designee to determine what information will be included in the notification. Consideration will be given by the Chief of Police as to how much information is appropriate to disseminate at different points in time.
4. Initiate the “*SpartAlert*” emergency notification system without delay, and taking into account the safety of the community, unless, in the professional judgment of the responsible authorities, such activation could compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. In most cases, first responders will be alerted of the significant emergency or dangerous situation prior to the community as a whole.
5. Methods of communicating a significant emergency or dangerous situation to our external stakeholders or larger community will be made by the Director of Communications and may include all or a part of the following:
  - Radio and/or Television Alerts
  - Reverse 911 Notification through Spartanburg 911 Center

**Emergency Notification Response  
And  
Evacuation Procedures (Continued)**

6. Methods of communicating a significant emergency or dangerous situation to our internal stakeholders may include all or a part of the following:

- Text message notification
- Email notification
- Voice over IP notification (University phone system)
- University phone system text message notification
- Electronic Message Boards
- Notification on University web page at [www.uscupstate.edu](http://www.uscupstate.edu)
- Person to person
- Flyers

**Emergency Response and Evacuation**

The University's Incident Management Plan includes information about Incident Response Teams, University operating status parameters, incident priorities and performance expectations, shelter-in-place and evacuation guidelines, and local contingency and continuity planning requirements. University Departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility (Individual Building Action Plans). The University conducts a number of emergency response exercises each year such as table top exercises, field exercises, and tests the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

USC Upstate police officers and supervisors have received training in Incident Command and responding to critical incidents on campus. When a serious incident occurs that causes an immediate threat to campus, the first responders to the scene are usually USC Upstate police officers, Spartanburg EMS and North Spartanburg Fire Department. Typically these agencies respond and work together to manage the incident. Depending on the nature of the incident, other USC Upstate departments and other local or federal agencies could also be involved in responding to the incident.

**Emergency Notification Response  
And  
Evacuation Procedures (Continued)**

- **Shelter-In Place Procedures-What it Means to “Shelter-in-Place”** If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors as leaving the area may expose you to that danger. Thus, to, “shelter-in-place” means to make a shelter of the building you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.
- **Basic “Shelter-In-Place” Guidelines**-If an incident occurs and the building you are in is not damaged, stay inside until you are told it is safe to come out. If your building is damaged, take your personal belongings and follow the evacuation procedures for our building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter quickly at the nearest University building. If police or fire department personnel are on the scene, follow their directions.
- **How You Will Know to “Shelter-In-Place”**- A shelter-in-place notification may come from several sources, including Upstate Police, Housing Staff members, or other University employees.
- **How to “Shelter-in-Place”**- No matter where you are, the basic steps of sheltering-in-place will generally remain the same. Should the need ever arise, follow these steps unless otherwise instructed by on scene emergency responders:
  - 1 If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of an emergency. If you are outdoors, proceed quickly into the nearest building or follow instructions from on scene first responders.
  2. Locate a room to shelter inside. The room should be an interior room at ground level either without windows or a minimal number of windows.
  3. Shut and lock all windows and close exterior doors.

**Emergency Notification Response  
And  
Evacuation Procedures (Continued)**

4. Turn off air conditioners, heaters and fans.
  5. Close vents to ventilation systems if possible (University staff will turn off ventilation systems as quickly as possible).
  6. Make a list of people with you and ask someone to call in to USC Upstate Department of Public Safety so they know where you are sheltering.
  7. Turn on a radio or TV and listen for further instructions.
  8. Make yourself comfortable.
- **Partial Evacuation Procedures-What “Partial Evacuation” Means** - In case of severe weather such as a tornado or severe lightning storm, it is usually safer to stay indoors and partially evacuate to a “Severe Weather Shelter Area” located within the building you are in. These areas are readily identifiable by a green and white sign affixed to the wall reading, “Severe Weather Shelter Area.” It is usually safer to stay in these areas as remaining in a classroom adjacent to an outer wall and/or glass windows may expose you to danger, especially if a tornado touches down.
  - **Basic “Partial Evacuation” Guidelines** - If an incident occurs and the building you are in is not damaged, remain in the Severe Weather Shelter Area until you are told it is safe to come out.
  - **How You Will Know to “Partially Evacuate”** - A “Partial Evacuation” notification may come from several sources, including Upstate Police, Housing Staff members, or other University employees.
  - **How to “Partially Evacuate”** - No matter where you are, the basic steps of partially evacuating will generally remain the same. Should the need ever arise, follow these steps unless otherwise instructed by on scene emergency responders:
    1. If you are inside, collect any personal belongings, emergency supplies and a telephone to be used in case of an emergency. Quickly and orderly move to the nearest “Severe Weather Shelter” area.
    2. If you are outdoors, proceed quickly and orderly into the nearest building and locate a “Severe Weather Shelter Area,” or follow instructions from on scene first responders.
    3. Remain in the “Severe Weather Shelter” until it is safe to leave.

## 2011-2013 USC Upstate Campus Crime Statistics

<b>Criminal Offenses Main Campus</b>	2011	2012	2013
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	1	1	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	1
Burglary	3	1	2
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>Criminal Offenses Campus Residence Halls Main Campus</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	1	1	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	1	0	0
Burglary	3	1	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>Criminal Offenses Public Property</b>	2011	2012	2013
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0



## 2011-2013 USC Upstate Campus Crime Statistics

<b>Criminal Offenses Non-Campus Buildings Main Campus</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>*Hate Offenses Main Campus</b>	2011	2012	2013
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	1	1

<b>*Hate Offenses in Campus Residence Halls Main Campus</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	1	0

\*Criminal offenses that also manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Act (28 U.S.C. 534).

## 2011-2013 USC Upstate Campus Crime Statistics

<b>*Hate Offenses Non-Campus Buildings Main Campus</b>	2011	2012	2013
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/ Vandalism	0	0	0

<b>*Hate Offenses – Public Property Main Campus</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/ Vandalism	0	0	0

\*Criminal offenses that also manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Act (28 U.S.C. 534).

**University of South Carolina Upstate**  
**2011-2013 Campus Crime Statistics**  
**Arrests Main Campus**

<b>Arrests Main Campus</b>	2011	2012	2013
Liquor law Violations	25	36	18
Drug Law Violations	0	9	13
Illegal Weapons Possession	0	1	0

<b>Arrests Residence Halls Main Campus</b>			
Liquor law Violations	23	25	17
Drug Law Violations	0	7	12
Illegal Weapons Possession	0	2	0

<b>Arrests Public Property Main Campus</b>			
Liquor law Violations	1	7	0
Drug Law Violations	0	2	1
Illegal Weapons Possession	0	0	0

<b>Arrests Non-Campus Buildings Main Campus</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

**University of South Carolina Upstate**  
**2011-2013 Campus Crime Statistics**  
**Disciplinary Actions Main Campus**

<b>Disciplinary Actions/Judicial Referrals Main Campus</b>			
	2011	2012	2013
Liquor law Violations	9	12	25
Drug Law Violations	0	4	12
Illegal Weapons Possession	0	0	0

<b>Disciplinary Actions Judicial Referrals Residence Halls</b>			
Liquor law Violations	0	11	25
Drug Law Violations	0	4	12
Illegal Weapons Possession	0	0	0

<b>Disciplinary Actions/Judicial Referrals Public Property Main Campus</b>			
Liquor law Violations	0	3	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Disciplinary Actions/Judicial Referrals Non-Campus Buildings Main Campus</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

## 2011-2013 USC Upstate Campus Crime Statistics

<b>Criminal Offenses Greenville Campus</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	1	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>*Criminal Offenses Residence Halls Greenville Campus</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

\* There are no residence halls or non-campus buildings at the Community Education Outreach Center

<b>Criminal Offenses Public Property</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	1	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

## 2011-2013 USC Upstate Campus Crime Statistics

<b>*Criminal Offenses Non-Campus Buildings Greenville Campus</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>**Hate Offenses- Greenville Campus</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

<b>*Hate Offenses in Residence Halls Greenville Campus</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

\*Criminal offenses that also manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Act (28 U.S.C. 534).

## 2011-2013 USC Upstate Campus Crime Statistics

<b>*Hate Offenses Non-Campus Buildings</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/ Vandalism	0	0	0

<b>**Hate Offenses – Public Property Greenville Campus</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/ Vandalism	0	0	0

\*There are no residence halls or non-campus buildings at the Community Education Outreach Center.

\*Criminal offenses that also manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Act (28 U.S.C. 534).

**University of South Carolina Upstate**  
**2011-2013 Campus Crime Statistics**  
**Arrests Greenville Campus**

<b>Arrests Greenville Campus</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>*Arrests Greenville Campus Residence Halls</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Arrests Public Property Greenville Campus</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>*Arrests Non-Campus Buildings Greenville Campus</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0



**University of South Carolina Upstate  
2011-2013 Campus Crime Statistics  
Greenville Campus**

<b>Disciplinary Actions Judicial Referrals Greenville Campus</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>*Disciplinary Actions/Judicial Referrals Non-Campus Buildings Greenville Campus</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Disciplinary Actions/Judicial Referrals Public Property Greenville Campus</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

**\*Note: There are no residence halls  
or non-campus buildings at the  
Greenville Campus**

## 2011-2013 USC Upstate Campus Crime Statistics

<b>Criminal Offenses Johnson School of Business</b>	2011	2012	2013
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>*Criminal Offenses On-Campus Residence Halls-Johnson School of Business</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

\*There are no residence halls or non-campus buildings at the Greenville campus

<b>Criminal Offenses Public Property Johnson School of Business</b>	2011	2012	2013
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Off.	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

## 2011-2013 USC Upstate Campus Crime Statistics

<b>*Criminal Offenses Non-Campus Buildings Johnson School of Business</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0

<b>**Hate Offenses Johnson School of Business</b>	2011	2012	2013
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

<b>*Hate Offenses On-Campus Residence Halls-Johnson School of Business</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism	0	0	0

\*There are no residence halls or non-campus buildings at the Greenville campus

\*Criminal offenses that also manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Act (28 U.S.C. 534).

## 2011-2013 USC Upstate Campus Crime Statistics

<b>*Hate Offenses Non-Campus Buildings Johnson School of Business</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/ Vandalism	0	0	0

<b>**Hate Offenses – Public Property Johnson School of Business</b>			
Murder/non-negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	0	0
Non-Forcible Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Negligent Manslaughter	0	0	0
Larceny-Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/ Vandalism	0	0	0

\*There are no residence halls or non-campus buildings at the Greenville campus

\*Criminal offenses that also manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Act (28 U.S.C. 534).

**University of South Carolina Upstate**  
**2011-2013 Campus Crime Statistics**  
**Johnson School of Business**

<b>Arrests Johnson School of Business</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Liquor Law Violations	0	0	0
Drug Law Violations	0	3	0
Illegal Weapons Possession	0	0	0

<b>*Arrests Residence Halls Johnson School of Business</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>*Arrests Non-Campus Buildings Johnson School of Business</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Arrests Public Property Johnson School of Business</b>			
Liquor law Violations	0	0	0
Drug Law Violations	1	3	0
Illegal Weapons Possession	0	0	0

**\*Note: There are no residence halls or non-campus buildings at the Johnson School of Business**

**University of South Carolina Upstate**  
**2011-2013 Campus Crime Statistics**  
**Johnson School of Business**

<b>Disciplinary Actions Judicial Referrals Johnson School of Business</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Disciplinary Actions/Judicial Referrals Residence Halls Johnson School of Business</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Disciplinary Actions/Judicial Referrals Public Property Johnson School of Business</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Disciplinary Actions/Judicial Referrals Non-Campus Buildings Johnson School of Business</b>			
Liquor law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

# **Annual Fire Safety Report**

## **University of South Carolina Upstate**

### **2011-2013**

#### Annual Fire Safety Report

#### HEA Section 668.41 Reporting Requirements

The Institutional Fire Safety Act is a federal law applicable to all Title IV colleges and universities. Each eligible institution participating in any program under this title that maintains on-campus student housing facilities shall on an annual basis, publish a fire safety report which contains, at a minimum, fire safety information with respect to campus fire safety practices and standards of the institution. This report shall be made available to students, prospective students, employees and prospective employees. Specifically this report shall include:

- (1.) Fire Statistics: Institutions must report statistics for each on-campus housing facility for the three most recent calendar years for which data are available, concerning:
  - The number of fires and cause of each fire;
  - The number of injuries related to a fire that resulted in treatment at a medical facility, including an on-campus health center;
  - The number of deaths related to a fire;
  - The value of property damage caused by the fire.
- (2.) A description of each on-campus student housing facility fire safety and sprinkler system, including the type, age, design, area covered, activation sensitivity, and other pertinent information.

- (3.) The number of regular mandatory supervised fire drills.
- (4.) The policies or rules on portable electrical appliances, smoking and open flames (such as candles) in a student housing facility.
- (5.) The procedures for evacuation in the case of a fire.
- (6.) A list of the titles of each person or organization to which students and employees should report a fire.
- (7.) The policies regarding fire safety education and training programs provided to students, faculty and staff.
- (8.) Plans for future improvements in fire safety, if applicable.

USC Upstate is required to submit a copy of this report to the Secretary of Health and Education annually. Additionally, USC Upstate maintains a fire log of any fire that occurs in an on-campus student housing facility. The log includes the nature, time, date and general location of each fire.

## Fire Statistics

### University of South Carolina Upstate

### 2010-2012

<b>Palmetto Villas</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Number of Fires	0	1	1
Cause of Fires	0	Cooking	Towel left on stove
Number of Injuries	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	0	\$100.00	\$200.00



**2010-2012**  
**Fire Statistics**  
**University of South Carolina Upstate**

<b>Palmetto House</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Number of Fires	0	0	0
Cause of Fires	0	0	0
Number of Injuries	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	0	0	0

<b>Magnolia House</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
Number of Fires	0	0	0
Cause of Fires	0	0	0
Number of Injuries	0	0	0
Number of Deaths	0	0	0
Value of Property Damage	0	0	0

**Student Responsibilities**

*It is important to become familiar with your surroundings. The North Spartanburg Fire Department and University Police would like you to review the following safety tips to assist you in preparing for a fire.*

**Plan Ahead:**

- Have a flashlight with you.
- Read the fire evacuation plan carefully. If one is not posted in your room request one from the HRL.
- Count the number of doors between your room and the exits. This will assist you in case of an emergency evacuation.
- Locate the fire alarms on your floor.

**Life Safety Tips:**

- If the fire is in your room, get out quickly. Close the door, sound the alarm and notify University Police.
- Always use a stairwell, never an elevator. The elevator could stop at the floor of the fire
- If the fire is not in your room, leave if it is safe to do so. Be sure to take your room key with you in case fire blocks your escape and you need to re-enter your room.
- To check the hallway for fire, touch the door with the back of your hand to test the temperature. If the door is cool, get low to the floor, brace your shoulder against the door and open it slowly. Be ready to close it quickly if there are flames on the other side. Crawl low in the smoke to the nearest exit; the freshest air is near the floor.
- If your room door is hot, do not open it. Instead, seal the door with wet towels or sheets. Turn off fans and air conditioners. Call the University Police to give your location.
- Signal from your window

## **University Housing Responsibilities**

It is incumbent upon the staff of Housing and Residential Life to provide as safe of an environment as possible for the students in their stay at USC Upstate. Thus, the following tasks will be performed each year and documented by Housing and Residential Life staff and/or the Department of Public Safety.

- Fire safety education is provided for all residential students by Housing and Residential Life Staff, USC Upstate Department of Public Safety and North Spartanburg Fire Department.
- Fire extinguisher training is presented to all RA's by USC Upstate Department of Public Safety and North Spartanburg Fire Department.
- A minimum of two fire drills are conducted each semester in the Palmetto House, Magnolia House and Palmetto Villas.
- Smoke detectors are placed in each bedroom within campus student housing and common living space of each dorm room.
- Smoke detectors and fire extinguishers are inspected by Housing and Residential Life staff three times a semester.
- Fire escape routes and other important information are posted on the back of each bedroom and exit door.
- The Director of Housing and Chief of Police will reassess all procedures updating as necessary and appropriate.

### **Residence Hall Fire Procedures Prevention and Response (Magnolia House and Palmetto Villas)**

In the event of a fire, sound the fire alarm immediately and exit the building via the safest route. Call 911 immediately. Provide important details including possible breaks in gas or electrical lines or other special hazards.

*Evacuate the building according to the following procedures and escape plan:*

- Everyone should walk out of the designated exit in a quiet orderly manner. RA's will check their respective halls and be the last individual to leave.
- Do not close windows.
- No one should enter the building when the alarm sounds.
- Students, staff and visitors will evacuate to the Palmetto House parking lot.
- University Public Safety will designate alternate sites if the need arises. Everyone must remain out of any driveway or other hard surfaced area close to the building. University Public Safety will be designated to meet first responders with a master key. Access roads will be kept open for emergency vehicles.
- University Public Safety will have a designated individual or group of individuals to ensure that all access roads are open.
- Students and staff members will be allowed to return to the building by the head housing officer at the scene only upon recommendation of the Fire Department and University Public Safety.
- The Campus Fire Marshal will designate evacuation routes for all buildings. Each building will also have an alternate evacuation route.
- All media inquiries should be forwarded to the University Communications Director at 503-5210.

## **Fire Drills**

In order to ensure fire equipment is working properly and that residents are aware of evacuation procedures, at least two fire drills will be held each semester. **All residents are required to vacate their building upon hearing the fire alarm and proceed to the Hodge Drive parking lot.** Those who refuse will face a fine and disciplinary action. HRL staff will walk through the building to make sure all residents and guests have vacated. Escape routes are posted in your apartment.

## **Fire Procedures Prevention and Response (Palmetto Villas)**

If the fire is in your room, get out quickly. Close the door, sound the alarm by yelling "FIRE", knock on other doors as you exit and notify University Public Safety. If the fire is not in your room, leave if it is safe to do so. Be sure to take your room key with you in case fire blocks your escape and you need to re-enter your room. To check for fire, touch the door with the back of your hand to test the temperature. If the door is cool, get low to the floor, brace your shoulder against the door and open it slowly. Be ready to close it quickly if there are flames on the other side. Crawl low in the smoke to the nearest exit; the freshest air is near the floor. If your room door is hot, do not open it. Instead, seal the door with wet towels or sheets. Turn off fans and air conditioners if possible. Call University Public Safety at 911 to give your location. Signal from your window.

### **Who to Notify in The Event of a Fire**

The following persons and/or organizations should be notified in the event of a fire:

- |  |          |
|--|----------|
| • North Spartanburg Fire Department                    | 911      |
| • University Public Safety<br>(From campus telephones) | x7777    |
| • University Public Safety (From cell phones)          | 503-7777 |
| • Campus Fire Marshall                                 | 503-5269 |

### **Misuse of Fire Prevention and Control Equipment**

It is unlawful for any person to tamper with, misuse, or destroy any fire prevention and control equipment including but not limited to, smoke detectors on the ceilings and walls of each apartment unit, fire alarm stations, evacuation notices, fire drill procedures, or fire

extinguishers. Note: there is a \$10 fine per resident in the suite/apartment for each smoke detector found tampered with or disconnected.

If the battery dies in your smoke detector, contact your RA as soon as possible. Any resident alleged to have committed an act of improper use or abuse of fire prevention and control equipment will be subject to disciplinary action up to and including loss of housing privileges and/or criminal prosecution.

**Prohibited Items Include, But Are Not Limited To the Following:**

- No smoking, anywhere on campus
- Weapons (including bullets)
- Multi-plug outlets
- Candles (not even for decorative purposes)
- Incense
- Darts
- Open flame items
- Lava lamps
- Halogen lamps
- Oil lamps
- Pets, except fish.

## General Information Regarding USC Upstate Student Housing

At USC Upstate the Magnolia House (constructed 2009) and the Palmetto Villas (constructed 1985) are owned by the University. The Palmetto House, (built 2003) is owned by the Carolina Piedmont Foundation. All facilities are operated by the Department of Housing and Residential Life.

The Villas are comprised of eleven single story buildings with 44 two bedroom apartments. The Magnolia House is a four-story structure with a basement consisting of 24 one bedroom apartments and 64 two bedroom apartments. The Palmetto House is also a four-story structure with a basement consisting of 24 one bedroom apartments and 63 two bedroom apartments.

All buildings are protected with an integrated fire sprinkler system and smoke detection system. Smoke detectors are located in all bedrooms, hallways and living areas. Manual pull stations are located in each hallway as required by NFPA 72A. Notification devices are located in bedrooms, common living areas and hallways. The life safety systems are monitored for fire department response by the University of South Carolina.

Emergency fire response is provided by the North Spartanburg Fire Department. The primary responding station is 2621 New Cut Road, Spartanburg, SC.

### Building Fire Life Safety Devices

Building	Smoke Detectors	Fire System (Sprinklers)	Fire Extinguishers	Monitoring System	CO Detector
Magnolia House	Y	Y	Y	Y	Y
Palmetto House	Y	Y	Y	Y	Y
Palmetto Villas	Y	Y	Y	Y	N

## **Fire Safety Improvements and Upgrades**

The USC Upstate Fire Marshall reviews the fire system in each apartment building at least annually and recommends or orders upgrades, repairs or revisions as needed.

### **Fire Log**

The USC Upstate Department of Public Safety maintains a Fire Log that records any fire occurring in on-campus housing. The log includes the nature, cause, any injuries, property damage value, date, time and location of each fire. The fire log entry or any supplemental entry shall be made within business days of the receipt of information. The fire log is available for public viewing during normal business hours.

### **Testing and Inspection of Fire Life Safety Systems**

Testing and inspection of all fire systems is done in accordance with the National Fire Protection Association (NFPA 71 and 72), local ordinances and University policy.

### **Building Fire Life Safety Devices**

Building	Manual Stations	Horns	Strobes	Fire Drill Per Term	
Magnolia House	Y	Y	Y	2	
Palmetto House	Y	Y	Y	2	
Palmetto Villas	Y	Y	Y	2	



## **Glossary of Terms**

- Fire-any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- Fire drill- a supervised practice of a mandatory evacuation of a building.
- Fire-related injury-any instance in which a person is injured requiring medical treatment as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting to rescue, or escaping from the dangers of a fire.
- Fire related death-any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting to rescue, or escaping from the dangers of a fire, or deaths occurring within one year of injuries sustained as a result of the fire.
- Fire safety system-any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including:
  1. Sprinkler or other fire extinguishing systems.
  2. Fire detection devices.
  3. Smoke alarms.
  4. Audible devices that alert one to the presence of a fire such as horns, bells or strobe lights.
  5. Smoke control and reduction mechanisms.
  6. Fire doors and walls that reduce the spread of a fire.
  7. Initiating devices such as manual pull stations.
- Value of Property Damage-the estimated value of the loss of a structure and contents in terms of the cost of replacement in like kind and quantity, including: contents damaged by the fire, related damages caused by the smoke.



